

YOUTH SERVICES POLICY

Title: Probationary Period Next Annual Review Date: 07/10/2010	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.40
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References: ACA Standards 2-CO-1C-15 (Administration of Correctional Agencies), 4-JCF-6C-07 and 4-JCF-6C-09 (Performance-based Standard for Juvenile Correctional Facilities); Civil Service Rules 9.1, 9.2, 17:25(a), and 23.3 (a).	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 07/10/2009

I. AUTHORITY:

Deputy Secretary of Youth Services (YS) as contained in R.S. 36:405 and Civil Service Rules, Chapter 9, entitled Probationary Period. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To provide information regarding probational appointments and the attainment of permanent status, specifically the length of time an employee may be required to remain on probation in order to determine whether or not work performance is satisfactory.

III. APPLICABILITY:

This policy shall apply to all newly hired classified employees who are appointed on probational appointments.

IV. DEFINITIONS:

For the purpose of this policy, the following definitions apply:

Agency Preferred Re-employment List - a list of names of permanent employees who were laid off or demoted in lieu of a layoff.

Appointing Authority - Deputy Secretary of Youth Services or his/her designee.

Classified Employee - An employee who is hired under the Civil Service system on a probational appointment and/or one who attains permanent status.

Integrated Statewide Information Systems / Human Resources System - ISIS/HR.

Permanent Appointment - The appointment of a probationary employee after certification by the appointing authority or designee, signifying that the employee has met the required standard of work during the probationary period.

Probational Appointment - An essential part of the examination process; used for the most effective adjustment of a new employee and for the elimination of any probationary employee whose performance does not meet the required standard of work.

Probational Employees - Employees who are required to serve probationary periods are those who are appointed to the following:

- Permanent positions following certification from an open competitive eligible list;
- Original appointments to permanent positions in non-competitive classes;
- Non-competitive re-employments based on prior service, except those hired from the Agency's Preferred Re-Employment List in a position which was filled with a probational appointment; and
- Employees who have an interruption of a probationary period for military purposes.

Unit Head - Deputy Secretary, Undersecretary, Deputy Undersecretary, Assistant Secretary, Chief of Operations, Deputy Assistant Secretaries, Facility Directors and Regional Managers.

V. POLICY:

It is the Deputy Secretary's policy that probationary periods for employees of YS as described herein shall be for a period of twelve (12) months. If an employee performs assigned duties in a satisfactory manner during the twelve-month probationary period, the employee shall attain permanent status.

If the employee does not perform assigned duties satisfactorily:

- At the end of the 12 month period, the probationary period may be extended, not to exceed a total of 24 months, or
- The employee shall be separated from employment.

VI. GENERAL:

A probationary employee may be separated by the appointing authority at any time under Civil Service Rule No. 9.1(e).

VII. PROBATIONAL APPOINTMENTS:

- A. All newly hired employees, who are appointed on probational appointments, shall be required to serve a twelve-month probationary period as a test period of satisfactory work performance as outlined in their job descriptions and determined by their supervisors.
 - 1. A permanent employee who accepts such a probational appointment shall be considered as having permanent status for the purpose of layoff or layoff avoidance.
 - 2. A permanent employee who accepts such a probational appointment and then moves, without a break in service, into a position that does not require probational appointment, may, at the option of the Deputy Secretary, revert to permanent status in the new position.
- B. A probationary employee who is absent for military training or military active duty in excess of thirty consecutive calendar days shall be returned to duty in the probationary status at the point he reached in the probationary period before leaving. Absences of thirty consecutive calendar days or less shall be counted as part of the probationary period.
- C. A former employee who is on the Agency Preferred Re-employment List shall be appointed with permanent status in the new position.
- D. A probationary employee who is permanently transferred, reassigned or demoted to another position shall be eligible for permanent status in the new position after completing the probationary period which began prior to the change in the new position.
- E. The probationary period of a part-time employee is computed on the same calendar basis as though employed full time.
- F. While on probationary status, an employee earns and can use annual, sick and compensatory leave. The employee is paid for holidays and is eligible for health care and retirement benefits.

VIII. PERMANENT APPOINTMENTS:

Employees with permanent status who are promoted, transferred, reassigned or demoted to another position are not required to serve a probationary period in the new position.

IX. PERMANENT APPOINTMENT ACTION FOLLOWING PROBATIONARY PERIOD:

- A. A permanent appointment of a probationary employee shall begin upon certification by the appointing authority, or designee, to Civil Service that the employee has met the required standard of work while on probationary status.
- B. A permanent appointment shall be reported to Civil Service through the Integrated Statewide Information System/Human Resources System (ISIS/HR).

X. MONITORING PROCEDURES:

- A. Central Office Human Resource (COHR) staff shall run reports every 90 days of all employees eligible for permanent status in the ISIS/HR.
- B. When an employee is eligible, COHR will complete a "tickler" and forward to the employee's supervisor.
- C. The supervisor shall make a recommendation regarding permanent status and forward the recommendation to the appointing authority for approval.
- D. The appointing authority shall return the approval to the COHR for entering into the ISIS/HR.
- E. COHR shall notify the appropriate employee of the action taken by mailing a copy of the "Employee Notification Form" which is generated from ISIS/HR.

XI. EXCEPTIONS:

The Deputy Secretary may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service rules or other pertinent regulations.

Previous Regulation/Policy Number: A.2.40

Previous Effective Date: 5/30/08

Attachments/References: